

Using “My List”

“My List” lets you create a temporary list of items from your search results. You can view the list, sort the list, add or remove items from the list, or email the list.

If you have logged on to the NHU-PAC using your Searching password, you can also save a list of items for future reference. From a saved list, you can move items to another list, rename the list, or delete it.

To add an item to “My List”

Search for a bibliographic record & click **Add to My List** next to the item you want to add.

To view the current “My List”

Click the **My List** icon on the Toolbar to display all the items in the current “My List.”

If you have not added any items to My List, the message *No items in list* will display.

To remove an item from a displayed list

Either mark the box next to each item that you want to remove from the list or, if you want to remove all the items from the list at once, mark the box to the left of the **Title** label. Click **Remove** & the selected items will be removed from the list.

To email the displayed list

Click the **Email this List** link at the bottom of the list to display the *Email My List* page.

Mark the format in which you would like the list to appear. Enter the subject of the e-mail message in the **Subject** field. Enter the e-mail address to which you want to send the list in the **Email to** field. Click **Send** and a copy of the list will be sent to the e-mail address you specified.

Each NHAIS library has been given 3 separate searching password/PIN combinations for their use. Each password exists in the system as a separate user and each user may have up to 5 different saved lists at one time. Saved lists may contain a maximum of 75 items per list and will remain on the system for 10 days.

To save the displayed list

Log in to your user account with your Searching Password and PIN.

View the current "My List."

Mark the boxes next to the items in the current list that you want to save to a new list.

Choose **New List** from the ***Move To*** drop-down list & click **Go**. Enter a name for the new list in the field & click **OK**. The selected items will be saved in a new list and the display returns to the current "My List."

To view a saved list

Log in to your user account with your Searching Password and PIN.

Click the **My List** icon on the Toolbar to display all the items in the current "My List."

Choose the saved list you want to view from the ***Other Lists*** drop-down list.

All the items in the saved list will be displayed.

To rename a saved list

Log in to your user account with your Searching Password and PIN.

Click the **My List** icon on the Toolbar. Click **Manage Lists** to display the Lists page showing all of your saved lists. Click the **Rename** link next to the list you want to rename & enter a new name in the field. Click **OK** to rename the list and return to the List page.

To move items to a saved list

Log in to your user account with your Searching Password and PIN.

View either the current "My List" or the saved list that includes the items you want to move. If you want to move all of the items in the list, mark the box to the left of the **Title** label, or mark the box next to each of the items you want to move. From the ***Move To*** drop-down list choose the saved list you want and the items will move to the selected list.

To delete a saved list

Log in to your user account with your Searching Password and PIN.

Click the **My List** icon on the Toolbar. Click **Manage Lists** to display a list of all of your saved lists. Click the **Delete** link next to the list you want to delete & it will be deleted.

To work with a saved list in Holdings Maintenance

Log in to your user account with your Searching Password and PIN.

You will need to have at least 1 title in "My List" so if there are 0 titles search for any record and click **Add to My List**. If you're already looking at a saved list, click on any title, then click **Add to My List** when the record is displayed.

Click the **My List** icon on the Toolbar.

Click the **Holdings Maintenance** tab.

Log in with your Cataloging Username and Password.

You will be prompted to choose a list from the drop-down list, then click **Go**.

Once on the *Add/Export/Delete Holdings from NHU-PAC* page scroll down to make sure you have the correct titles. If not, please call the NHAIS Help Desk at 271-2141.